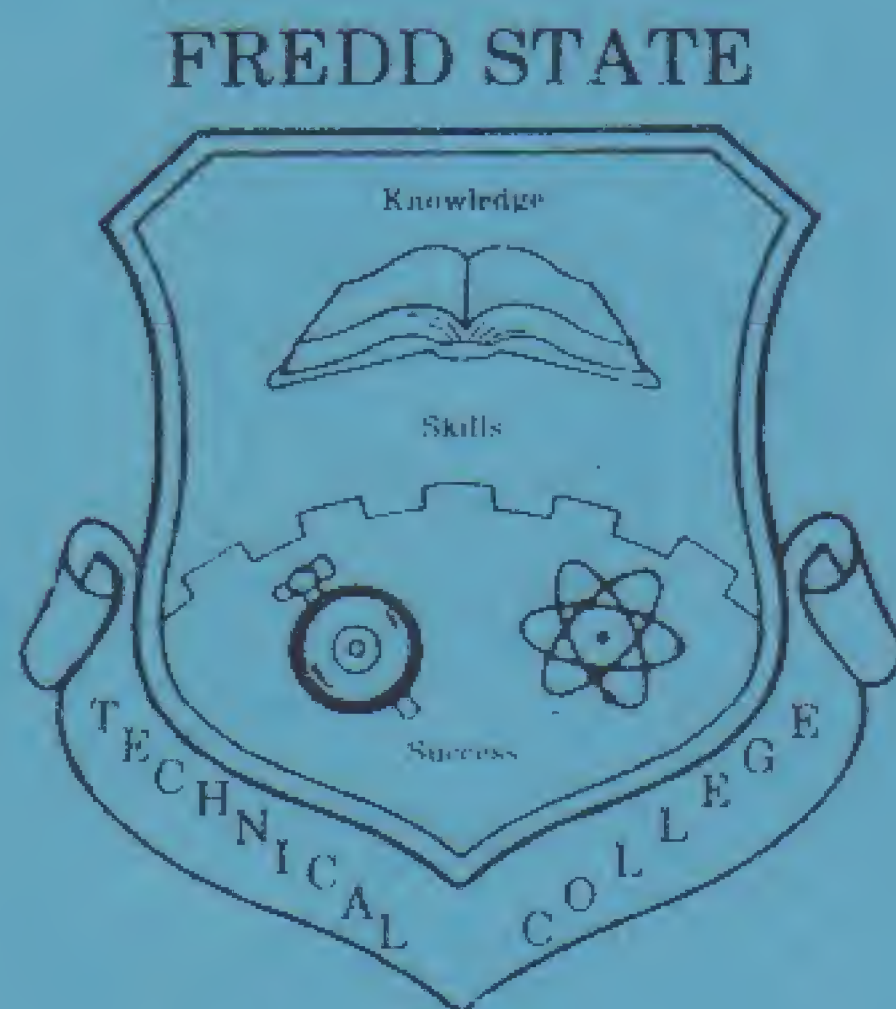


FREDD STATE TECHNICAL COLLEGE



STUDENT HANDBOOK

At the Top of the Hill

There's a beautiful view at the top of the hill,
If the strength be yours to climb.
There is always a lift and a rift in the clouds
To disclose the peaks sublime.
The road may be rough,
You may blow and puff,
But never you mind,
Soon you're scaling the bluff,
Then yours is the view at the top of the hill,
If you've but the strength to climb.

--James McGregor Beatty.

*Fredd State
Technical College*

3401 THIRTY-SECOND AVENUE
TUSCALOOSA, ALABAMA 35401

A STATE SUPPORTED INSTITUTION

ACCREDITED BY

ALABAMA STATE BOARD
OF EDUCATION
SOUTHERN ASSOCIATION
OF COLLEGES & SCHOOLS

Approved by the State Department of Education
for Veterans Training

AUTHORIZED BY

ALABAMA STATE BOARD
OF EDUCATION

Published, 1982

*Fredd State Technical College reserves the right to
make changes in the offerings and regulations
announced in this publication as circumstances may
require.*

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The president, faculty and administrative staff are happy that you chose to come to Fredd State Technical College to study. We welcome you to take advantage of our learning and training facilities in order to accomplish your occupational goal.

This student handbook provides answers to most of your questions on "How to do things" at Fredd State. These rules, regulations and suggestions have been approved by the administration and faculty of the school. However, if at any time you feel that any of these policies should be modified in any way, feel free to make it known to your instructor or the administration and we shall give your request all possible consideration.

An individual who enrolls at Fredd State voluntarily places himself under the rules and regulations of the institution and agrees to abide by them. Therefore, it is important that all students familiarize themselves with the regulations affecting them.

Considerable emphasis is given to the individual student and the development of his or her abilities to learn on his own initiative so that he can better realize his personal aspirations. It is our hope that you will obtain a better understanding of the free enterprise system of our democratic society.

Members of Alabama State Board of Education

Governor Fob James, President

Superintendent Wayne Teague
Executive Officer and Secretary

Congressional District	Name and Address	Term
First	Mr. John M. Tyson, Jr. 3920 Berwyn Drive South Mobile, Alabama 36609	1981-1985
Second	Mr. Ron Creel Post Office Box 1207 Montgomery, Alabama 36102	1979-1983
Third	Mrs. S. A. Cherry 3002 Briar Cliff Road Dothan, Alabama 36301	1981-1985
Fourth	Mr. Ralph D. Higginbotham Post Office Box 1408 Anniston, Alabama 36201	1979-1983
Fifth	Mr. Victor P. Poole Post Office Box 207 Moundville, Alabama 35474	1981-1985
Sixth	Dr. Harold C. Martin 1916 Laurel Road Birmingham, Alabama 35216	1979-1983
Seventh	Dr. James B. Allen, Jr. 1321 Bellevue Drive Gadsen, Alabama 35901	1981-1985
Eighth	Mr. Roscoe Roberts, Jr. Post Office Box 287 Huntsville, Alabama 35804	1979-1983

Advisory Council

Honorable Fob James
Governor of Alabama
State Capitol Building
Montgomery, Alabama

Dr. Wayne Teague
State Superintendent of Education
Department of Education
State Office Building
Montgomery, Alabama

Mrs. Angie Deal
31 Parkside
Tuscaloosa, Alabama 35405

Mr. Levi Morrow, Jr.
Radio & TV Serviceman
318 Greensboro Avenue
Eutaw, Alabama 35462

Mr. Ezell Banks, Owner
Banks Realty
2422 - 12th Street
Tuscaloosa, Alabama 35401

Mr. Victor Poole, Vice President
Bank of Moundville
Moundville, Alabama 35474

Mr. Kenneth T. Tucker
Personnel Manager
B. F. Goodrich Tire Company
P. O. Box 1010
Tuscaloosa, Alabama 35403

Mr. J. B. Wier
P. O. Box 1
Carrollton, Alabama 35447

Mr. Robert Stevenson
Rochester Products
Div. of General Motors Corp.
3440 Kauloosa, Avenue
Tuscaloosa, Alabama 35401

HISTORY OF C. A. FREDD STATE TECHNICAL COLLEGE

Fredd State Technical College is a creation of the Alabama Legislature, Act Number 93, approved May 3, 1963. The forty-acre construction site was donated to the Alabama Trade School and Junior College Authority by the City and County of Tuscaloosa. The City of Tuscaloosa also made provisions for sewage, water, and electrical services.

C. A. Fredd, Sr. was appointed by the Alabama State Board of Education as the first director of the school and served in this capacity until his retirement, March 31, 1976. He is succeeded by Irven W. Mitchell.

The architect was Mr. Charles F. Minch and the construction contract was awarded to Renfroe Construction Company of Fayette, Alabama, in the amount of \$501,333.12. Construction began January 11, 1965, and classes began October 4, 1965.

The first courses offered were: Auto Body and Fender, Auto Mechanics, Business Education (now changed to Secretarial), Cosmetology, Radio and Television Repair, and Air Conditioning and Refrigeration. Electricity, Practical Nursing, Barbering,

Sewing, Related Math, Related English, Upholstery and Medical Office Worker were later added.

In 1969, by court order, Cosmetology, Practical Nursing, Auto Mechanics, and Air Conditioning and Refrigeration were transferred to Shelton State. The Medical Office Worker Course was discontinued in 1976.

By authorization of the Trade School and Junior College Authority, an additional \$283,000 was allotted for construction of a cafetorium and two additional wings to the administration building. Construction began on October 1, 1967, by O. S. Markham Construction Company and was completed June 1, 1968. These wings house Stenography, Commercial Sewing, and additional office space. The original Cosmetology Shop was renovated to accommodate the increased enrollment and a second instructor in Barbering. The Bus Shop was built by James A. Thompson Construction Company in 1977.

In 1979 The Trade School and Junior College Authority authorized the construction of two additional buildings that were partially funded by the Appalachian Regional Commission. The contract was

awarded to Thompson Construction Company. Construction began in October 1979, and was completed in July 1980. These buildings house Carpentry, Plumbing & Pipefitting, Graphic Arts, and Sheet Metal.

The name of the school was changed from Tuscaloosa State Trade School to Tuscaloosa State Technical College by a Resolution adopted by the State Board of Education in 1974. The Resolution also authorized the granting of the Associate Degree in Applied Technology in Residential Electricity. In 1976 the school was renamed to C. A. Fredd State Technical College in honor of its first president.

Fredd State Technical College serves the following counties: Bibb, Greene, Hale, Pickens, North Sumter, and Tuscaloosa. Free bus transportation on approved routes is provided for students attending our school with the exception of those living within the city limits of Tuscaloosa.

In 1973 our school was awarded its initial accreditation by the Southern Association of Colleges and Schools. In 1978, accreditation was reaffirmed by the Southern Association of Colleges and Schools.

Administrative Staff

I. W. Mitchell President
N. C. Cephus Dean of Instruction
Ronnie Rose Business Manager
Horace B. Whitfield .. Coordinator of Student Services
Shirley B. Spencer Registrar
Louise B. Lewis **Financial Aid/Public Relations**
Ruby S. Bennett **Secretary to President**
Eliza B. Smith Cashier
JoAnn Cousette Secretary, Coordinator's Office

Fulltime Instructional Staff

Johnny Burton **Body & Fender Repair**
James Blackmon, Jr. Barbering
Union B. Morrow Masonry
Samuel J. Wilder Carpentry
Patsy S. Pendley Commercial Sewing & Tailoring
Eleanor G. Boyd Commercial Sewing & Tailoring
C. A. Fredd, Jr. Electricity
John Freed Graphic Arts (Printing)
Robert T. Martin, Jr. Plumbing & Pipefitting
S. N. Gaines Radio & Television
Edith Byrd Related Communications
William L. Rodgers Related Mathematics
George T. Craig Sewing Machine Mechanics
Sadie Gibson Secretarial
Willie Marie Gray Secretarial
Yvonne W. Rodgers Secretarial
Johnny L. Morrow Small Engines Repair
James Larry Welch Sheet Metal
George Rogers Upholstery

Evening Instructional Staff

Richard Moton Coordinator
Johnny Burton Body & Fender Repair
Mina L. Lewis Masonry
Annie J. Ware Commercial Sewing & Tailoring
Robert T. Martin, Sr. Plumbing & Pipefitting
S. N. Gaines Radio & Television
Shelly McKanstry Secretarial
Mary Wells Secretarial

Maintenance

Jessie Mays Superintendent of Bldgs. & Grounds
Nathaniel Short Maintenance
Samuel Morrow Security
Henry Burns Security/Maintenance
Queen Milton (Part time) Custodial

Cafeteria

Delores Perry Manager/Cashier
Shelia Lewis Conner Cook

Transportation

Andrew Rogers Supervisor & Mechanic

SCHOOL CALENDAR

Fredd State operates on the quarter system. Each quarter consists of a minimum of 54 school days, with each day having 6 hours of classroom and shop instruction. Students attending night school attend Monday, Tuesday, and Wednesday nights from 5:30 - 10:30.

The following are days that the school is not in session:

1. Spring Holidays coinciding with AEA convention
2. Two weeks summer vacation
3. Independence Day
4. One week in August or September for Summer Conference
5. One day for Labor Day
6. One day for Veterans Day
7. Two days for Thanksgiving
8. Two weeks for Christmas holidays

COURSE OFFERINGS

<u>Course</u>	<u>Months</u>
Barbering	12
Body & Fender Repair	24
Carpentry	18
Commercial Sewing & Tailoring	18
Electricity	24
Graphic Arts (Printing)	18
Industrial Sewing Machine Mechanics	15
Masonry	18
Plumbing & Pipefitting	18
Radio & Television Repair	24
Secretarial	12
Sheet Metal	18
Small Engine Repair	15
Upholstery	24

Attendance Policies

1. Any student who exceeds five absences for any and all reasons, will be terminated. (Student will be dropped on the 6th day.)
2. Three tardies will constitute one absence.
3. If a student has to leave school before lunch, he/she will be counted absent for the day. If a student leaves school at lunch time or after lunch, he/she will be given credit for a half day.
4. Students who are terminated will only be allowed to re-enroll at mid-quarter or the beginning of the next quarter, after having stayed out at least two weeks. (Any exceptions will be handled by the Dean. Example: If the student has a legitimate excuse for dropping near the end of the quarter, he/she may be allowed to re-enroll at the beginning of the next quarter, although he/she may not have stayed out a minimum of two weeks.)
5. Students who are currently on roll are required to begin classes the first day of each new quarter. (Each day missed at the beginning of the quarter is counted as an absence.)

Directory Information

The following items are considered Directory Information and may be available regarding students at Fredd State without prior consent. This information is considered part of the public record:

1. Name
2. Address
3. Telephone number
4. Date and place of birth
5. Name of program
6. Dates of attendance
7. Date of graduation
8. Most recent educational institution attended

Each student is entitled to request that any or all of this information not be made available to the public. Such request must be made in writing and submitted to the Registrar's Office immediately.

POLICIES CONCERNING STUDENTS

Registration Procedure

Currently enrolled students should pre-register at the end of the quarter if they are planning to return the next quarter.

If a student does not pre-register, he may lose his priority for the class.

Tuition

Tuition is payable on the date of registration for each quarter. Quarterly tuition charges as established by the State Board of Education are:

Full-time students	\$125.00
One-half time students	62.50
One-fourth time students	31.25

Lab Fee

Students enrolled in Barbering and Commercial Sewing will be charged a non-refundable lab fee of \$6.00 per quarter.

Refund of Tuition

1. After one week, refund one-half of one quarter's tuition.
2. After two weeks, refund one-third of one quarter's tuition.
3. After the close of the third week, no refund is made.
4. Registration fee will not be refunded.

Parking and Decals

The driveway entering the campus is one way. Entrance is made from the south and departure is made from the north. Cars are to be properly parked in the designated parking

areas. A student parking lot is located in the rear of the administration building.

At no time should the speed limit on campus exceed 15 miles per hour. Vehicles that are parked on the campus must have proper identification. Decals are \$4.00 per year and may be purchased at the bookstore.

Release of Student Transcript

A transcript of a student's school record will not be issued unless a written request is received. The first copy is issued free. Additional copies issued are \$1.00 each.

Live Work Permits

A student may get work done in any shop provided he/she meets all requirements set up in the central office. Payment for live work must be made in advance.

REQUIREMENTS FOR CONTINUED ENROLLMENT

Scholastic

In order to remain at Fredd State, a student must maintain satisfactory progress as

determined by the instructor. The criteria for determining grades are progress in theory and lab, attendance, punctuality, examinations, initiative, safety practices, neatness of work, and overall attitude. The grading system used in reporting is as follows:

- A Excellent (90-100)
- B Good (80-89)
- C Average (70-79)
- D Poor (60-69)
- F Failure (below 60)
- W Withdrawal
- I Incomplete

Students will receive a grade report at the end of each quarter. Probation letters are sent to students who are doing unsatisfactory work. Students who have incomplete work at the end of the quarter must complete the work by the first six weeks of the next quarter or receive a failing grade.

Satisfactory grades are A, B, C. Although D is passing, it is not considered satisfactory. An overall "C" average is necessary in order to graduate with a diploma.

Graduation Requirements

Satisfactory completion of a full course of

training entitles a student to a diploma. Students who do not satisfactorily complete a full program will be given a certificate for the units that he/she has satisfactorily completed. A graduation fee of \$5.00 must be paid before a diploma or certificate is issued.

STUDENT SERVICES

Counseling, Job Placement and Follow Up

Counseling is the primary responsibility of the Student Services Coordinator. However, the Dean of Instruction, the President, and/or the instructors in the various departments may also be helpful to students who need guidance and counseling services.

The administrative staff and faculty share in job placement and follow up of graduates and nongraduates.

A three-year follow up is kept as accurately as possible on all former students. Included in each follow up report are place of employment, position held, salary, and other related information.

Graduates are urged to keep in contact with the school. Graduates who want to improve their job status should contact the school for information.

Orientation

Orientation for new students is held each quarter through group meetings and personal interviews. School policies and regulations are discussed and students are given an opportunity to ask questions concerning all phases of the school.

Bookstore

Books and supplies may be purchased from the bookstore which is located in the central office. The hours are posted for the student's convenience.

Learning Resources

Reference books, periodicals, technical information, filmstrips, cassettes, transparencies and individualized equipment are available for student use within the various departments.

Lunchroom Facilities

Hot meals and assorted snacks may be purchased in the cafeteria. Lunch and break schedules are posted in each department. Students are allowed 30 minutes for lunch

and 15 minutes for the break.

Telephone

Pay telephones are provided for student use and are located in the administration building and the body & fender shop area.

Student Insurance

All students may pay a nominal insurance premium to provide insurance coverage while on campus, traveling to and from school, or any time while under the supervision of school personnel.

GENERAL POLICIES

1. Students who engage in the following acts, in any manner, are subject to disciplinary action and/or dismissal:

Stealing

False Statements

Profane Language

Fighting

Gambling

Use of Alcoholic Beverages

Possession of Dangerous Weapons

Immoral Relationships

Possession of Firearms

Use and Possession of Narcotics
Insubordination to Faculty or Staff
Member

2. Students who negligently lose, damage, destroy, sell, or dispose of school property, in their possession or entrusted to them, will be charged for the damage or loss and are subject to disciplinary action. School property must not be removed from any building without the permission of the person in charge.
3. Permission must be secured from the instructor before leaving campus while class is in session.
4. Cleanliness and neatness are important phases of educational development and should be practiced daily in the training areas. Students are requested to keep the designated eating and smoking areas clean. Classrooms and labs may not be used for these purposes.
5. Students should purchase books, tools, and other class materials as they are required.
6. All safety rules set forth by the college must be observed.

7. Students are expected to be appropriately dressed and groomed at all times to meet the employment requirements of the particular program in which they are being trained. Hats may not be worn in the school building except for safety reasons.
8. No soliciting or selling of any kind will be permitted on campus. Advertisements may not be placed on the bulletin boards without permission from the administrative office.
9. Students must clear the school building by 3 o'clock unless they are under the supervision of authorized personnel.
10. Students who are suspended from school will have the right to a hearing.
11. Personal belongings may not be stored on campus without permission from the administrative office.
12. Students are held responsible for information published in this handbook and all other booklets, notices, and announcements posted on bulletin boards.

FINANCIAL ASSISTANCE

Fredd State Technical College provides financial assistance to qualified students who could not continue their postsecondary educational development without such aid. The primary responsibility for financing a college education must be assumed by parents and students who are expected to make a maximum effort to pay college expenses. Financial assistance should be viewed only as supplementary to the efforts of the family. In awarding aid, Fredd State does not discriminate on the basis of sex, race, religion, national origin, or against qualified handicapped persons.

Programs

PELL GRANTS (formerly called Basic Grants): Eligibility for this program is primarily based on financial need as derived from the Pell Grant application which applicant must file. Applications are available in the Financial Aid Office.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG): The purpose of the SEOG Program is to provide grants to students who demonstrate financial need in accordance with Title IV guidelines.

ALABAMA STUDENT ASSISTANCE PROGRAM: This program provides financial assistance to residents of the State of Alabama for undergraduate postsecondary education within the State. An eligible student is an applicant who completes an application for a Pell Grant, receives a valid Student Eligibility Report, and notifies the Alabama Student Assistance Program of the Alabama postsecondary educational institution he/she plans to attend.

CETA: The Comprehensive Employment Training Act sponsors certain students in accordance with established financial need conditions set forth in program guidelines. Applications and additional information may be secured from the CETA OFFICE, 2010 27th Avenue, Tuscaloosa, AL 35401.

ALABAMA MIGRANT FARM & SEASONAL WORKERS PROGRAM: This program is designed to provide funds for those students who have either past or present farm backgrounds. Contact the Financial Aid Office for additional information.

ALABAMA STATE ACADEMIC SCHOLARSHIPS: These scholarships are awarded by waiver of tuition, fees, books, and

materials. Eligible students may not receive cash stipends. Applications are available in the Financial Aid Office.

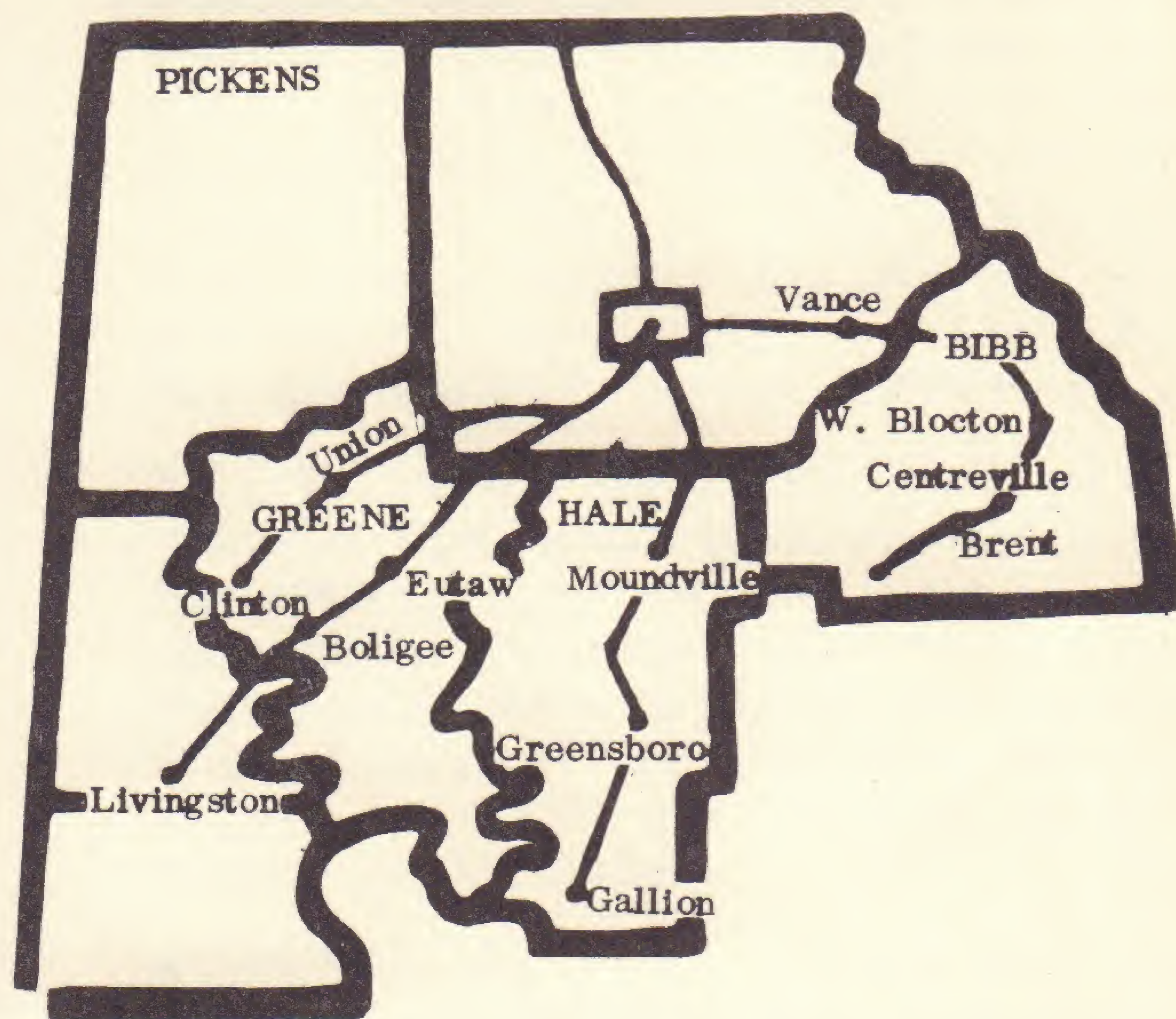
VETERANS: Certain armed service veterans and dependents who qualify under either the War Orphans Educational Assistance Act or the Veterans Educational Assistance Act or the Veterans Readjustment Benefits Act of 1966 are eligible for assistance. Contact the Registrar's office for further information.

VOCATIONAL REHABILITATION: Students with certain physical disabilities may obtain aid covering a substantial part of their educational costs. Applications and further information may be secured from the State Vocational Rehabilitation Service located at 1107 6th Avenue, East--Tuscaloosa, AL 35403.

SPECIAL FUNDS: Some service organizations, churches, businesses, clubs, and individuals provide financial assistance to students directly or upon the recommendation of the Scholarship Committee. Recipients of these awards must meet the requirements set forth by the college and the donor

SOCIAL SECURITY (Dependent's Educational Benefits): Qualified students may receive educational benefits until their 22nd birthday. Contact the local Social Security Administration, 1118 Greensboro Avenue, Tuscaloosa, AL 35401.

BUS ROUTE



Printed by the
Graphic Arts Department
Frederick State Technical College